



## DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

### *Office of the Director*

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January 31, 2006

TO: All NIEHS Employees  
FROM: Director, NIEHS & NTP  
SUBJECT: Policy Against Harassment

We are committed to providing a workplace free of sexual harassment, intimidation, threats, coercion or discrimination (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions) as well as harassment, intimidation, threats, coercion or discrimination based on such factors as race, color, religion, national origin, age, physical disability, mental disability, reprisal, and sexual orientation.

We strongly disapprove of and will not tolerate harassment of employees by managers, supervisors or coworkers.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when:

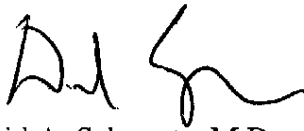
1. submission to the conduct is made either an explicit or implicit condition of employment;
2. submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, slurs, jokes, statements, gestures, pictures or cartoons regarding an employee's sex, race, color, national origin, religion, age, physical disability, mental disability, reprisal and sexual orientation.

Sexually harassing conduct in particular may include all of the above prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and unwelcome sexual advances.

You should report any incident of harassment, including work-related harassment by any personnel, promptly to your supervisor or manager and/or the Equal Employment Opportunity Office, Bldg 101, Room A0-07, (919) 541-2475. If your supervisor is the individual who is harassing you, we emphasize that you are not required to complain first to that individual.

Every reported complaint of harassment will be investigated thoroughly, promptly and in a confidential manner. In addition, we will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint.

A handwritten signature in black ink, appearing to read 'D. Schwartz', with a stylized flourish at the end.

David A. Schwartz, M.D.

Director, National Institute of Environmental Health Sciences  
and National Toxicology Program